

# NORTH DELTA MINOR HOCKEY ASSOCIATION

## BYLAWS

### **Part 1 - Interpretation**

- 1.1 In these bylaws, unless the context otherwise requires,
- (a) "Directors" means the Directors of the Association for the time being;
  - (b) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments thereto;
  - (c) "Registered address" of a member means his civic address as recorded in the register of members; and
  - (d) "Minor" means all members of the Association who have not reached the age of 20 by December 31<sup>st</sup> of the year of registration.
- 1.2 The definitions of the Society Act and all other relevant Provincial statutes on the date these bylaws become effective apply to these bylaws.
- 1.3 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

### **Part 2 - Membership**

- 2.1 The members of the Association shall be the subscribers to the Constitution and Bylaws, and those persons who subsequently have become members, in accordance with these bylaws, and, in either case, have not ceased to be members.
- 2.2 (a) Applications for membership in the Association shall be open to any parent or guardian of boys or girls who are registered with the North Delta Minor Hockey Association. Applications for membership shall ordinarily be made at the time of player registration and with the payment of a prescribed registration fee, will constitute membership in the Association. The aforesaid members shall be voting members and shall perform any reasonable service required.
- (b) Membership terminates:
- 1) On September 1, unless player registration has been accepted for the upcoming season;

- 2) Upon written resignation delivered to the Association's President, Registrar or Secretary;
  - 3) Upon his death; or
  - 4) Upon being expelled.
- 2.3 Notwithstanding 2.2, the Executive Committee reserves the right to terminate or disallow any person membership in the Association
  - (a) For conduct unbecoming or likely to endanger the interest or reputation of the Association; OR
  - (b) Who willfully commits a breach of the Constitution or Bylaws of the Association.
- 2.4 Any sponsor of any league team playing under the auspices of the Association may apply to the Directors for membership in the Association.
- 2.5 All elected and appointed officials, adult referees and adult coaches may make application for membership and become voting members for the year registered.
  - a) Any person age 19 or over, who has been involved in the general work of the Association may make application for membership and become a voting member until Sept 1; and
  - b) The application for membership must be approved by the Executive and the applicant must have paid such fee as set out by the Executive.
- 2.6 All registered players, on paying the fee as set by the Board of Directors, are members of the Association for the year registered, but are not voting members.
- 2.7 The Board of Directors, by a two-thirds vote at any duly constituted meeting, shall have the authority to suspend or disqualify any voting member:
  - (a) Whose conduct is considered detrimental to the best interests of the Association; OR
  - (b) Who is not performing the duties of their position or office.
- 2.8 All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Association and he is not in good standing so long as the debt remains unpaid. Any member not in good standing may not be allowed to register in a subsequent season.

- 2.9 As an honour, the highest that may be bestowed by the Association, any member who has served the Association and rendered outstanding and meritorious service in accordance with Article 2.1 may be elected a honorary life member at any regular Executive Meeting of the current season and confirmed at the Annual General Meeting. Life members shall have the privilege of acting in an advisory capacity to the Executive and shall be accorded all rights and privileges of the other members.
- 2.10 Nominations for Life Membership must be submitted in writing to the Executive, signed by a member in good standing and detail the service for which the honour is recommended.

### **Part 3 - Meetings**

- 3.1 The Annual General Meeting of the Association shall be held prior to May 30th of each year. Notice of the Annual General Meeting shall be provided to every member not less than fourteen (14) days prior to the date of the Annual General Meeting, giving the time and location of the Annual General Meeting. Notice will be given to the voting members by written notification, either to the member's registered civic or electronic address.
- 3.2 A quorum for Executive Meetings shall consist of a majority of the individuals holding an Executive Committee Position. A quorum at an Annual General Meeting or a general meeting shall consist of 30 eligible members.
- 3.3 At all meetings of the Association, voting shall be done by a show of hands unless the meeting decides by majority vote upon vote by ballot.
- 3.4 Decision on any vote shall be by simple majority of votes cast except where otherwise noted in the bylaws.
- 3.5 No proxies shall be allowed at any meeting of the Association.
- 3.6 Each member of the Board shall be entitled to one vote at all meetings of the Association. The President shall have a vote in the event of a tie.
- 3.7 Voting on the Election of Officers, either at the Annual General Meeting or at a general meeting duly called is to be done by secret ballot. Only those members in good standing shall be eligible to vote or hold office.
- 3.8 Amendments or alterations to the Constitution and/or Bylaws may be made by special resolution, subject to the Society Act. The Secretary must receive in writing the proposed alterations or amendments thirty (30) days prior to the general meeting, and shall communicate in writing each such proposed alteration or amendment to each member fourteen (14) days prior to the general meeting. A special resolution will require a seventy-five percent (75%) majority of

members entitled to vote as are present, providing always that a quorum has been formed.

- 3.9 An extraordinary general meeting of the Association may be called at any time by the Board of Directors and notice thereof will be given to the voting members by written notification, either to the member's registered civic or electronic address. A majority vote of the Board of Directors will be required to call such a meeting. Fourteen (14) days notice shall be given and will specify place, day and hour of meeting and the general nature of special business. The accidental failure of a member or members to receive notice does not invalidate proceedings at that meeting.
- 3.10 The President, or in his absence, the First Vice-President, or in the absence of both, some member of the Board of Directors, shall preside at all meetings of the Association, except as noted in Part 4.3.
- 3.11 Roberts Rules of Order shall govern the proceedings of all meetings except where the same conflicts with the Constitution or Bylaws of the Association.
- 3.12 The Board of Directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit and may hold meetings, in whole or in part by telephone or telephone conference.
- 3.13 Addressing the Board of Directors:

Members of the Association may by written request to the Secretary of the Association be permitted to address the Board of Directors. This written request must be submitted at least one week in advance of the meeting and will only be approved if time permits on the agenda for that meeting.

The delegation will be allowed a maximum of fifteen (15) minutes.

The delegation may consist of a maximum of three (3) persons unless prior approval has been obtained from the President of the Association.

A maximum of two (2) delegations will be heard at any one meeting.

Presentations from persons shall not be accepted by the Board of Directors who appears at the Board of Directors meeting without prior approval. Any person showing up will be asked to leave.

#### **Part 4 - Proceedings at General Meetings**

- 4.1 Special business is:
- (a) All business at an extraordinary general meeting except the adoption of rules of order;

- (b) All business transacted at an annual general meeting, except:
  - 1) the adoption of rules of order;
  - 2) consideration of financial statements;
  - 3) report of the Directors;
  - 4) report of the auditor;
  - 5) appointment of auditor;
  - 6) other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting; and
  - 7) Election of Directors.
- 4.2 (a) No business other than the election of a chairman, the adjournment or termination of the meeting shall be conducted at a general meeting at a time when a quorum is not present.
- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.3 If at a general meeting the President and all the other Directors are unable or unwilling to act as Chairman, the members present shall choose one of their numbers to be Chairman.

#### **Part 5 - Board of Directors/Executive Committee**

- 5.1 The Executive Committee shall consist of the Immediate Past President, President, First Vice-President, Second Vice-President, Secretary, Treasurer, Equipment Manager, Ice Scheduler, Registrar, Referee-in-Chief, Tournament Director, Risk Manager and Parent Auxiliary Director.
- 5.2 The President, Second Vice-President, Equipment Manager, Referee-in-Chief, Risk Manager and Secretary shall be elected for a two-year term on the odd numbered years. The First Vice-President, Registrar, Ice Scheduler, Treasurer, Parent Auxiliary Director and Tournament Director shall be elected for a two-year term on even number years.
- 5.3 The Board of Directors shall consist of the Executive Committee and the following appointed positions:

- (a) Coach Coordinator;
- (b) Division Managers;
- (c) Gaming Director;
- (d) Director's at Large; and

Any other positions deemed necessary by the Executive Committee for the efficient operation of the Association.

- 5.4 Any member of the Board of Directors may, by notice in writing, resign at any time and on acceptance by the remaining members of the Board of Directors, the office shall become vacant.
- 5.5
- (a) The Directors shall retire at the termination of their term office, which shall be at the end of the month in which the Annual General Meeting is held. All Directors may let their name stand for another term of office. For the first month of retirement (considered month of transition) immediate former Directors will assist the new directors with the transfer of duties;
  - (b) Separate elections shall be held for each office to be filled;
  - (c) Only voting members of the Association may stand for an elected office. An exception being the position of Referee-in-Chief, whereby the Board of Directors may approve by a 75% majority vote to nominate for election a person not considered a member of the Association;
  - (d) The Nominating Committee will present all nominations received from members for elected positions at the Annual General Meeting. Nominees must be members in good standing;
  - (e) Any election may be by acclamation; otherwise it shall be by secret ballot;
  - (f) If no successor is elected, the Board of Directors will appoint to that office until the next general meeting;
  - (g) Terms of office shall commence on the first of the month following the Annual General Meeting;
  - (h) No person shall be eligible for election to more than one elected office on the Board of Directors; and
  - (i) No person who is a holder of an elected or appointed office within the Association is eligible to coach or manage a team in the Association, unless the Board of Directors waives this requirement by a 75% majority.

- 5.6 Should a vacancy occur on the Board of Directors, the remaining members shall continue to act notwithstanding such vacancy and the acts of such remaining members shall be valid. The Board of Directors will fill vacancies by the appointment of active voting members of the Association. Such appointees shall hold office only until the first general meeting of the Association following the date of such appointment, at which time a voting member of the Association shall be elected to fill the vacancy for the remaining period of that term of office.
- 5.7 A Nominating Committee shall consist of three (3) members of the Board of Directors to be appointed by the Board, who shall submit the names of all the nominees to be elected to the Board of Directors at least one week prior to the election at the Annual General Meeting.
- 5.8 Disqualification: The Board of Directors, by a seventy-five percent (75%) vote at any duly constituted meeting, shall have the authority to suspend or to remove from office any officer whose conduct is considered to be in contravention of the Constitution, Bylaws or Rules and Regulations of the Association. This may be appealed to a meeting of the general membership.
- 5.9 A Director may not vote on a matter in which he/she has a direct interest regarding a team, player, coach or member.
- 5.10 Any Director who does not attend three or more consecutive Executive meetings without sufficient reason may be removed or suspended from office. This may be appealed to a meeting of the general membership.

## **Part 6 - Powers and Duties of the Board of Directors**

### **Executive Committee:**

- 6.1 The **President** is the Chief Executive Officer of the Association and shall:
- (a) Preside at all meetings of the Board of Directors;
  - (b) Supervise and assist other officers in the execution of their duties and attend any meetings where required (as an ex-officio member of all committees except as otherwise noted herein);
  - (c) Ensure that all committees and subcommittees are in place;
  - (d) Be responsible for the application and enforcement of Bylaws and rules of the Association;
  - (e) Watch over the assets and records of the Association;
  - (f) Liaise with the sports associations in the surrounding areas;

- (g) Make a decision or extend the authority of the Board as deemed fit for the betterment of the Association in the event that it is not practical to call an extraordinary meeting;
- (h) Sit as a member of the Rep Coach Selection Committee;
- (i) Perform such other acts and duties as are incident to the office; and
- (j) Have the power to suspend any team, player, team official, referee or member pending review of the incident by the Appeal Committee, for:
  - 1) Non-sportsmanlike conduct on or off the ice, OR
  - 2) Abusive language to any officials, OR
  - 3) Failure to comply with the NDMHA Constitution, Bylaws and Regulations, OR
  - 4) Any action or inaction that, in the opinion of the President, may be detrimental to the Association.

6.2 **Immediate Past President** shall be deemed to be a member in good standing so long as he/she holds this office, which commences on the date of his/her retirement as President until the date the succeeding President retires and:

- (a) Shall be eligible to serve on any committee; and
- (b) Shall perform such acts and duties as delegated by the President and generally assist the President.

6.3 **First Vice-President** shall:

- (a) Assist the President in the discharge of his duties and in the absence or disability of the President shall act in his stead;
- (b) Chair the Rep Coach Selection Committee, be a member of the Budget/Finance Committee, and be a member on any other Association committee subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.



6.4 **Second Vice-President** shall:

- (a) Assist the President in the discharge of his duties;
- (b) Chair the Program Development and Recreation Committees, be a member of the Rep Coach Selection Committee, Budget/Finance Committee and be a member on any other Association committee subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.

6.5 **Secretary** shall:

- (a) Be responsible for the non-financial records of the Association;
- (b) Be a member of the Budget/Finance Committee, the Rules and Regulations Committee and be a member ongoing or in any acting capacity on any other Association committee, subject to the President's approval; and
- (c) Perform the duties prescribed according to the Association's policies and procedures.

6.6 **Treasurer** shall:

- (a) Be responsible for the accounts and financial records of the Association;
- (b) Chair the Budget/Finance Committee and be a member on any other Association committee, subject to the President's approval;
- (c) Provide financial statements to the Directors, members and others when required;
- (d) Be responsible for the deposit of all receipts of cash and/or cheques in the bank or depository of the Association, and for the drawing of cheques for payment of the liabilities and expenditures of the Association. Any two of the President, First Vice-President, Second Vice-President, Treasurer and a member of the Board of Directors as approved by the Board shall sign such cheques; and
- (e) Perform any other duties prescribed according to the Association's policies and procedures.

6.7 **Equipment Manager** shall:

- (a) Purchase equipment for the Association within the confines of the approved budget;

- (b) Be a member of the Budget/Finance Committee and be a member ongoing or in an acting capacity on any other Association committee, subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.

6.8 **Referee-in-Chief** shall:

- (a) Promote and direct the training and provisions of referees;
- (b) Be a member of the Budget/Finance Committee, Program Development Committee and be a member ongoing or in an acting capacity on any other Association committee, subject to the President's approval;
- (c) Attend PCAHA carding clinic and obtain a current Certified Hockey Officials Program card;
- (d) Be responsible to the BC Hockey Referee Committee, the PCAHA Referee Development Committee and the Association in all matters pertaining to officiating; and
- (e) Perform any other duties prescribed according to the Association's policies and procedures.

6.9 **Ice Scheduler** shall:

- (a) Be responsible for securing as many playing and practice ice times as possible;
- (b) Be a member of the Budget/Finance Committee and be a member ongoing or in an acting capacity on any other Association committee, subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.

6.10 **Registrar** shall:

- (a) Be responsible for player registration as defined by PCAHA and BC Hockey;
- (b) Advise the President and Treasurer of players requiring financial assistance;
- (c) Be a member of the Budget/Finance Committee and be a member ongoing on any other Association committee, subject to the President's approval;

- (d) Perform any other duties prescribed according to the Association's policies and procedures.

6.11 **Parent Auxiliary Director** shall:

- (a) Liaise between Hockey Parent Auxiliary Team Representatives and the Executive Committee/Board of Directors;
- (b) Be a member of the Budget/Finance Committee and be a member ongoing or in an acting capacity on any other Association committee, subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.

6.12 **Tournament Director** shall:

- (a) Be responsible for the planning, organizing and administration of all Association tournaments;
- (b) Be a member of the Budget/Finance Committee and be a member ongoing or in an acting capacity on any other Association committee, subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.

6.13 **Risk Manager** shall:

- (a) Be responsible for the coordination of the Association's risk management programs in accordance with Hockey Canada, BC Hockey and PCAHA;
- (b) Be a member ongoing or in an acting capacity on any Association Committee, subject to the President's approval; and
- (c) Perform any other duties prescribed according to the Association's policies and procedures.

6.14 **Appointed Directors**

The Board of Directors may appoint other directors as they see fit, in addition to the positions set out herein.

- a) Coach Coordinator is appointed by the Board of Directors and shall perform any other duties prescribed according to the Associations policies and procedures;

- b) Division Managers are appointed by the Board of Directors on the recommendation of the Second Vice-President and shall perform any other duties prescribed according to the Associations policies and procedures;
- c) Gaming Director is appointed by the Board of Directors and shall perform any other duties prescribed according to the Associations policies and procedures; and
- d) Directors are appointed by the Board of the Directors and shall perform any other duties prescribed according to the Association's policies and procedures.

#### 6.15 **Borrowing Powers**

In accordance with the Society Act, the Board of Directors may borrow funds to a maximum of \$5,000 in order to carry out the purposes of the Association.

The Board of Directors may, upon receipt of the approval of the general membership, borrow funds in excess of \$5,000 to carry out the purposes of the Association.

### **Part 7 - Standing Committees**

The Standing Committees of the Association are listed herein and are responsible to carry out their duties as described in the Association's policies and procedures.

#### 7.1 **Rep Coach Selection Committee**

Chair - First Vice-President

Members - As prescribed in these bylaws and appointed by the Board

#### 7.2 **Budget/Finance Committee**

Chair - Treasurer

Members - As prescribed by these bylaws and appointed by the Board

#### 7.3 **Rules and Regulations Committee**

Chair - President

Members - As prescribed in these bylaws and appointed by the Board

7.4 **Discipline Committee**

Chair - A member of this committee appointed by the members of this committee

Members - Two members of the Board of Directors and three adult members of the Association as appointed by the Board no later than October 1 each year

7.5 **Appeals Committee**

Chair - A member of this committee appointed by the members of this Committee

Members - Three members of the Board of Directors and two adult members of the Association as appointed by the Board no later than October 1 each year

7.6 **Program Development Committee**

Chair - Second Vice-President

Members - As prescribed in these bylaws and as appointed by the Board of Directors

7.7 **Recreation Hockey Committee**

Chair - Second Vice-President

Members - As prescribed in these bylaws and as appointed by the Board of Directors

7.8 **Nominating Committee**

Chair - A member of this committee appointed by the members of this committee

Members - Three members of the Board of Directors including the chair

**Part 8 – Discipline Procedures**

8.1 Any recommendation (other than a recommendation from the President) to the Discipline Committee concerning discipline or suspension must be made writing to the Board of Directors.

8.2 Within forty-eight (48) hours of receipt of the written recommendation a Discipline Committee will be convened in accordance with the Association's policies and procedures.

8.3 Once convened this Discipline Committee will meet within seven (7) days excluding statutory holidays. This committee will provide a written summary of their decision to all affected parties within three (3) days excluding statutory holidays of rendering their decision.

## **Part 9 – Appeal Procedures**

- 9.1 Decisions of the Discipline Committee may be appealed in writing to the Appeal Committee within seven (7) clear days excluding statutory holidays of the decision.
- 9.2 Any appeal to the Appeal Committee must be made in writing to the Chair of the Appeal Committee.
- 9.3 The Appeal Committee will meet within seven (7) clear days excluding statutory holidays of receiving an appeal and will endeavour to rule on appeal within the same time period. The committee will provide their response in writing to the appellant within three (3) clear days excluding statutory holidays of rendering their decision.
- 9.4 Decisions of the Appeal Committee may be appealed in writing to the Board of Directors within seven (7) clear days excluding statutory holidays of receiving the decision. These decisions will be heard within 30 days either at the next regularly scheduled meeting of the Board of Directors or at a special meeting if the Board of Directors deems necessary.
- 9.5 Appeals to the Board of Directors must be made in writing to the President.
- 9.6 In the event the President has issued a pro-tem suspension, the Appeal Committee must meet and review the decision within seven (7) clear days excluding statutory holidays of the commencement of the suspension. The Appeal committee must provide in writing to the recipient of the pro-tem suspension a summary of their findings within three (3) clear days excluding statutory holidays after the conclusion of their review.

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North Delta Minor Hockey Association Bylaws  
Amended: April 26, 2001  
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Amended: January 28, 2009  
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Amended: May 15, 2013